



BOARD MEETING MINUTES

MAY 9, 2017

ESPC OFFICE, SUITE 37, 9912-106 STREET, EDMONTON

Attendees **Erin LaRocque**, President, Fund Deve. Cttee.
Doug Meggison, Board Director, Finance Cttee.,
Membership/Board Dev., Casino (Chair),
Dave Trautman, Board Director, Policy & Casino (Chair)
Maxwell Harrison, Board Director, Finance Cttee
Ben Whynot, Board Director, Fund Deve. (Chair)
Alexandra Seaman, Board Director, Membership/Brd. Deve.
Cttee
Peter Schalk, Board Director, Membership/Brd. Deve. Cttee.
Gwen Feeny, Board Director
Candas Jane Dorsey, Board Director, Fund Deve. Cttee.

Susan Morrissey, Executive Director
Stephanie Haar, Recording Secretary

Regrets: **Ashley Salvador**, Board Director, Policy Cttee

Guests:

- 1) **Welcome/Introduction** – Meeting called to order by Erin LaRocque at 6:05 pm
- 2) **Consent agenda – approval of agenda and minutes:**

MOTION: Moved by Candas Jane Dorsey, seconded by Dave Trautman to approve agenda with additions (7.2 Board Recruitment) and the April 13/2017 board minutes as presented.

MOTION: **CARRIED**

- 3) **Executive Director’s Ops Report:**

Executive Director reported on activities for April 2017 and answered questions. In addition she reported on the following:

- Rebecca Fletcher has left the organization to pursue fulltime employment at the U of A.
- Commonwealth Building has been sold, current property managers to stay on at this time.

- 4) **Annual General Meeting:**

- a) **Award of Merit:**

MOTION: Moved by Dave Trautman, seconded Alexandra Seaman, to approve Dr. David Long as recipient of the 2017 Award of Merit.

MOTION: **CARRIED**

- Dave Trautman has contracted Dr. Long who will not be available to receive in person. Dave has arranged to have pictures taken in advance with Dr. Long and possibly Policy Committee members.

- **ACTION:** Susan Morrissey to advise Dave Trautman when engraving complete for Dave to pick up trophy and certificate.
- **ACTION:** Policy Committee to arrange to have picture taken with Dr. Long.

b) **Elder in Residence:**

- Gwen Feeny reported that she is still waiting a return call from Elder.
- **ACTION:** Gwen Feeny to advise, Susan Morrissey by Friday, May 12 if Elder will join us or AGM.
- **ACTION:** Susan Morrissey has made inquiries as to where to purchase Tobacco in the event that the Elder attends.

c) **Treaty 6 Land Declaration:**

- **ACTION:** Peter Schalk to advise Susan Morrissey by Friday, May 12 of message content.

d) **Directional Map:**

- Dave Trautman circulated map of U of A Campus to be sent to all individuals who have confirmed attendance at AGM.
- **ACTION:** Dave Trautman to send electronic version of map to Susan Morrissey by end of day May 10.
- **ACTION:** Staff to send maps to AGM attendees via email.
- Dave Trautman also agreed to prepare and put up directional maps on campus to keep attendees find the meeting room.
- **ACTION:** Dave Trautman to prepare and put up direction sign maps on campus.

5) **Committee Reports:**

a) **Finance Committee:**

- Susan Morrissey received and answered questions regarding 1st Quarter Financial report.

MOTION: Moved by Doug Meggison, seconded by Maxwell Harrison, to approve the 2017 1st Quarter Financials as presented.

MOTION: ***CARRIED***

- Doug Meggison reminded Board that staff wages would be revisited at the June meeting.
- **ACTION:** Susan Morrissey to prepare information and call a meeting of Finance Committee to review feasibility of wage adjustments prior to June 13th board meeting.
- **ACTION:** Susan Morrissey to inquire with Auditor what the common practice is regarding amending yearly budgets in the event of changes to financial positions.

b) **Policy Committee:**

- **ACTION:** Dave Trautman to send email to all Board members requesting that they provide their Volunteer hours and will report back at June meeting the procedure that will be used to calculate and report Board Volunteer hours to staff.

6) **Board Document Management:**

- Susan Morrissey circulated and reviewed a proposed procedure. It as agreed to adopt this as the procedure in principal to ensure documents and information is properly archived and the personal information is protected.

- Decided that 3 years was the length of time all potential Board application, award of merit nominee information should be kept before shredding.
- Decided that the Board member application will have a link attached to the CRA Ineligible Individual information to ensure all potential applicants are aware that ESPC follows CRA's policies.
- **ACTION:** Susan Morrissey to have CRA Link attached to Board Application form on website.
- **ACTION:** Erin LaRocque has agreed to interface with EA (Stephanie Haar) to put some Board documents on "Drop Box" so that Board members can play around with the application. This will help to determine if Drop Box may be used in the future as a way to interact between meetings and archive information.

7) **Other Business:**

a) **ESPC Members Survey:**

- Susan Morrissey provided summary and explained the specific ideas staff will be implementing from the comments.

b) **Board Recruitment:**

- Doug Meggison stressed the need for members to invite others to consider becoming a Board member. There will 4 vacancies as of the AGM to be filled.

Meeting Adjourned: 7:53 pm

Next Meetings:

June 13, 2017